

PREVENTIVE MAINTENANCE RECORD

Department/Office	La. License Plate	Odometer Reading	Date
Property Tag Number	Vehicle Serial Number		

Maintenance Items. Perform by visual checks and inspections all needed maintenance as indicated (check or initial block)	Minimal Intervals in Thousands of Miles or Months*															
	6	12	18	24	30	36	42	48	54	60	66	72	78	84	90	96
Change engine oil & filter																
Visually check hoses & belts																
Check clutch pedal freeplay (Manual Transmission)																
Check tires for unusual treadwear																
Check fluid levels																
Coolant																
Oil Level																
Brake master cylinder																
Transmission																
Power steering																
Clean battery posts & clamps																
Rotate tires																
Check CV Boots																
Tune engine (replace plugs/fuel filter, adjust carb., check time)																
Check PCV valve																
Lubricate all fittings, door/hood/trunk hinges & latches																
Replace air filter																
Check exhaust system																
Remove all wheels & inspect brakes																
Repack wheel bearings																
Change automatic transmission fluid & filter																

\*Whichever is less, or according to department plan approved by DOA

Comments/Recommended Repairs or Adjustments Not Covered By this PM:

I certify that the above prescribed maintenance has been performed:

Mechanic's Signature

Driver's Signature